



1. Get Started.

- **GO TO** ArchwaysToOpportunity.com.
- **SELECT** "I'm an employee."
- **SELECT** "Owner/Operator Employee" and click "Get Your High School Diploma" at the top of the page.
- **REVIEW** information under question numbers 1, 2, 3, and 4.
- **CLICK** #5, "How do I get started?" and review.
- **CLICK** <http://www.ed2go.com/mcdownerop>.
You will then leave this McDonald's Archways website, so click "ok."



2. Choose a career path that fits your goals.

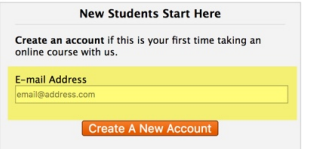
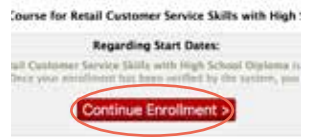
- **READ** through entire Career Online High School page.
- **LEARN** more about 8 career paths by clicking on each individual career track box. Click "Learn More or Enroll..." to learn more about each specialization.



3. Enroll in Career Online High School.

- **CHOOSE** one career path and click the button that says "Learn More or Enroll Now."
 - Retail and Customer Service with High School Diploma
 - Food and Hospitality with High School Diploma
 - Office Management with High School Diploma
 - General Career Preparation with High School Diploma
 - Certified Protection Officer with High School Diploma
 - Homeland Security with High School Diploma
 - Certified Commercial Driving with High School Diploma
 - Child Care Training with High School Diploma
- **CLICK** "Continue Enrollment."
- **CREATE** an account by entering email address under "New Students Start Here".
- **COMPLETE** account information and student information: title, store number, contact number, employee address.
- **REVIEW** information and click "Submit."
- **REQUEST** tuition assistance by visiting <https://aim.applyists.net/MCDTA> (See Step 5)
You be automatically be verified to begin and must complete the course in two weeks. McDonald's covers 100% of tuition for all eligible employees of participating Operators (there are no out of pocket costs for the Operator or student).

Choose a Career Track Below:



Note: You will be asked if you consent to share your progress. It is not mandatory but checking "yes" will help us encourage you along the way.



Step 4 and 5 may be completed in either order.

4. Complete “Part 1 - Prerequisite Course”

CLICK “Enter my classroom” and complete Prerequisite 1 within two weeks.



5. Request tuition assistance *(if you haven't done so)*

REQUEST tuition assistance by creating an account with International Scholarship and Tuition Services (ISTS) or by logging in. If needed, program key is MCDTA. <https://aim.applyists.net/MCDTA>

INPUT Employment Information: Store–state, city, address, and number. If you are office staff please choose a restaurant within your organization and input restaurant information.

CHOOSE “Online High School” under Term Selection.

CLICK “Submit.”

CLICK “Next page” or the “Applicant” button at the top of the page.

INPUT name, address, contact number, social security number.

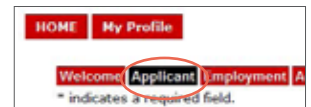
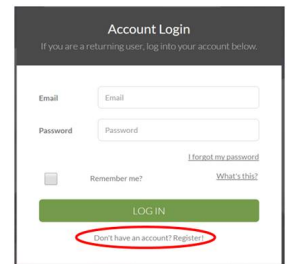
CLICK “Next page” at the bottom of the page or the red “Employment” button at the top of the page.

CHECK employment information. Input required information: employee position, length of service, hours worked/week, name of General Manager.

CLICK the “Save/submit” button at the top of the page.

SCROLL down and click the “Submit” button.

It may take up to 7 days for the Operator to receive the approval email. Be sure to follow up with ISTS (see contact information below) if you do not receive a status email within 10 days of submitting application.



6. Complete course work and graduate!

Resources

ENROLLMENT STATUS 1.800.701.8755
partnerhelpdesk@cengage.com

TUITION ASSISTANCE STATUS (ISTS) 1.800.287.1145

FOR ADDITIONAL HELP log onto your account and click the contact link at the bottom of each page.

Operators can track the status of their employee's applications. Please locate the Operator Reports Job Aid on AccessMcd.